THE SCHOOL DISTRICT OF PHILADELPHIA
TRANSPORTATION SERVICES
3rd FLOOR, SUITE 311
440 NORTH BROAD STREET - PHILADELPHIA, PA. 19130

REQUEST FOR
SCHOOL DISTRICT - OPERATED
OFF - PEAK BUS SERVICE
(INTRA-CITY CULTURAL TRIPS)

DIRECTIONS
1. A separate request must be submitted for each trip.
2. All billing information must be completed by the school.
3. This trip request must be received by Transportation Services at least fifteen (15) school days prior to trip date.
   Allow sufficient time for trip request approvals to meet Transportation Services' time line.
4. Service cannot commence before 9:15 A.M.
5. No return pick-up will be made later than 1:45 P.M.
6. List all trip data below, including information which pinpoints the destination's location. (Attach map if necessary)
7. Send copy of request to the regional office for their approval.

<table>
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<tr>
<th>DATE</th>
<th>DAY</th>
<th>PICK-UP TIME</th>
<th>PICK-UP LOCATION (Include Street Address)</th>
<th>DESTINATION (Include Street Address)</th>
<th>NO. OF ADULTS</th>
<th>NO. OF PUPILS</th>
<th>GRADE</th>
<th>RETURN PICK-UP TIME</th>
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SPECIAL CIRCUMSTANCES:

IF LIFT BUS IS REQUIRED PLEASE CHECK □  NUMBER OF "LIFT" PUPILS

CONTACT PERSON:  TELEPHONE NUMBER:

BILLING INFORMATION

THE TRIP REQUESTED ABOVE WILL BE FUNDED BY

BILLING CODES

NAME OF SCHOOL OR DIVISION:

SIGNATURE OF APPROVAL